

Minutes

Steering Committee Meeting

November 18, 2003

1:30 – 3:15

33 Hazen Drive, Safety 1st Fl. Conference Room

Meeting called by:

Peter Croteau

Type of meeting:

Scheduled Periodic Meeting

Facilitator:

Jim Bronson

Note taker:

Brian Smith

Attendees:

Linda Farrell – Dept. of Safety Business Office

Glenn Ott – Bearing Point

Mary Kurkjian – Bearing Point

Rachel Henderson – Bearing Point

Chuck DeGrace – OIT

Peter Croteau – OIT

Jim Bronson – OIT

Brian Smith – OIT

Kirsten Hale – DMV

Pricilla Vaughan – DMV

Arthur Garlow - - DMV

Larry Brigden – DMV

Kelly Michael – DMV

Pat Harte – Manchester

Joan Porter – Manchester

Teresa Williams – NHCTCA

Betty Ramspott - NCTCA

Agenda Topics

I. Dennis Roffman

Jim Bronson

- Dennis is recovering well from his surgery. He is seeing his surgeon on November 25th for more tests and expects he may be back to work on December 1st if the doctor allows him to.

II. Change Requests – October 24, 2003

Jim Bronson

- An estimate is expected next week for the following change requests:
 - 1) Fleet Registration Processes Multiple Day Closeouts
 - 2) Offline Processing of MAAP Transactions
 - 3) Municipal Agent Supervisory Override Privilege
 - 4) Permit Audit Number
 - 5) CTA Screen – Navigation to Renewal and Transfer Transactions
 - 6) Town Clerk Only Title Application
 - 7) Deletion of CTA for Selected Transaction Types

III. Registration Renewal and Dealer Registration Online Meeting

Jim Bronson / Peter Croteau

- It is an initiative of the Governor to provide online services to the citizens and auto dealers of New Hampshire. It is not directly part of MAAP but will have a major affect on the MAAP project.
- The project plan for this initiative is presently being developed
- Attorneys are looking into the laws regarding citizens and dealers using online services for vehicle renewals and registrations.
- Concerns were expressed about how town fees will be collected when these services are provided directly to users online.

IV. Vendor/City XML Interface

Jim Bronson

- A group of city and vendor developers are meeting independent of the state to determine their needs. This meeting is being mediated by Craig Dudley and is intended to provide a forum for the cities/vendors to discuss common issues and problems then collectively present them to the state for resolution.
- Training is being developed for cities/vendors to provide detail on MAAP functionality. This training will consist of functional and technical information and expected to be between 1-2 days.
- The cities' and vendors' local vehicle registration software will need to pass a certification process before they are able to interface with MAAP.

V. MAAP Schedule

Jim Bronson

- Project Schedule was reviewed.
- Physical Design and Unit Testing are currently in process.
- Users are needed to help with developing the testing scripts, system testing and user acceptance testing.
- Vendor software testing will require special consideration because of logistics. The testing can only take place where the vendor system is physically installed.

VI. Issues

Chuck DeGrace / Jim
Bronson

- A new trainer has been hired to assist in the training effort.
- A draft training plan was distributed.
- A draft rollout plan was distributed.
- Online towns will have to work manually for the duration of time between the Legacy system shutdown and when MAAP is rolled out to their location.
- The helpdesk process needs to be refined so that we can most effectively determine the appropriate process for determining who should be getting incoming calls. The users need to be able to identify if an error is generated by MAAP or by the vendor system.

Next Meeting: December 2003 at 33 Hazen Drive, 1:30